

What is a Freedom of Information Act (FOIA) Request and how do I submit one?

1. Members of the public, including foreign citizens, military and civilian personnel acting as private citizens, organizations and businesses, and individual members of the Congress for themselves or constituents, may request records in writing.

It is important to remember that the Freedom of Information Act applies only to federal agencies. It does not create a right of access to records held by Congress, the courts, state or local government agencies, or by private businesses or individuals. Each state has its own public access laws that should be consulted for access to state and local records.

The Department of Defense no longer releases the names of personnel assigned to this base. The authority for these exemptions is contained in the Freedom of Information Act, United States Code, Title 5 Section 552 (b)(6).

Records released to the public under the Freedom of Information Act may reflect deletion of some information in accordance with the FOIA's nine statutory exemptions.

2. Other resources:

DOD FOIA Website

<http://www.defenselink.mil/pubs/foi/>

Air Force FOIA Website

<http://www.foia.af.mil/>

Air Mobility Command FOIA Website

<https://public.amc.af.mil/FOIA/foia.htm>

3. To submit a FOIA request, use the following template and select "FOIA" after clicking on "Contact Us" at the bottom of the page.

Dear FOIA Officer:

This is a request filed under the Freedom of Information Act. I request:

- Please describe the records requested.

Describe the specific record(s) you seek with enough detail so that a knowledgeable official of the activity may locate the record(s) with a reasonable amount of effort. Such detail should include descriptive information, time-frame to be searched, etc.

I am:

- Please include personal information, including your name, address and e-mail address

Authority: 5 USC 301; 5 USC 552

Principal Purpose: To obtain necessary information so that a response can be provided to your FOIA request.

Routine Use: Your request may be referred to another Federal agency if the record(s) you seek originated with that agency.

Disclosure: Voluntary: However, no reply can be given if the requested information is not furnished.

Personally identifying information you provide will be used only in connection with the processing of your Freedom of Information Act Request. We do not give, sell or transfer any personal information to a third party.

In order to help determine my status to assess fees, you should know that I am:

- A representative of the news media representing and this request is made as part of a news gathering effort and not for commercial use.

(Required to pay duplication charges in excess of 100 pages)

- Affiliated with which is a educational or noncommercial scientific institution and this request is made for a scholarly or scientific purpose and not for commercial use. *(Required to pay duplication charges in excess of 100 pages)*

- An individual seeking information for personal use and not for commercial use. *(Required to pay search and duplication charges if more than two hours of search effort or 100 pages of records are desired)*

- Affiliated with a private corporation and am seeking information for use in the company's business. *(Required to pay all search, review and duplication charges)*

I am willing to pay all applicable fees for the requested record(s). I'm willing to pay up to \$____ in assessable fees for requested record(s). If you estimate that the fees will exceed this limit, please inform me first.

- A fee agreement must be made before a FOIA can be processed.

I desire an estimated cost

- If fees are less than \$15.00, they will be waived.

I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest.

- Factors used to determine if a requester qualifies for a fee waiver "in the public interest" include the subject of the request, the informative value of disclosure, the significance disclosure will have on public understanding of DoD operations or activities, and the requester's commercial interest in disclosure.

-If you requested a fee waiver, please explain why it is justified.